



Ellisville State School

1101 Highway 11 South ♦ Ellisville, Mississippi, 39437
601-477-5625 ♦ 601-477-5710 fax

Vacancy Announcement

Admin Support Assist II

CONTRACT POSITION

Position Open: February 02, 2022

Position Close: Until Filled

Salary Range: \$14.00 an hour 24 hours per week during the hours of 8 a.m.-4:30 p.m. Monday - Friday

Location: IDD Waiver/Support Coordination

Position Description:

Serve as liaison to other agencies and the general public; answering phone; taking messages; typing, filing and processing mail; maintain database files; other duties as assigned.

Education/Experience:

Typically requires a High School Diploma or equivalent and 0 – 1 year experience.

Employees of Ellisville State School cannot be considered for this position unless they resign from their current state service position.

Interested applicants can submit an application at the Ellisville State School Office of Human Resources or Win Job Center, Laurel or Hattiesburg, MS. For questions about applying please call 601-477-5625.

It is expressly understood that the above description of job duties and expectations are subject to change based on the needs of Ellisville State School.